# Which document do I need ?

| Document No. | Title | Comments / Notes |
|---|---|---|
| D004 | Pre-Inspection Meeting Agenda | Use this document for the PIM – QP610 explains what to ask at the meeting. When compiling the minutes of the meeting, use this same document and insert what was discussed/resolved under each paragraph item |
| D006 | On-Site Inspection Report Form | Use this for site inspection for every area /item inspected |
| D007 | On-Site Inspection Report Record Sheet | This is a cover sheet to show what each D006 was – normally only used in a final report or to up-date the client during the t/a |
| D008 | Test Sample Data Sheet | Self-explanatory – use only if the contractor does not possess his own copy! |
| D010 | Inspector checklist Castable Lining Form | This is really an Aide Memoire for the inspector to ensure he is doing all aspects of the job. Can be given to client if required |
| D012 | Application Qualification Test Certificate | Only complete and issue this if really required. Operator qualification passports with photos are usually issued from the office. Notwithstanding, include a photo of the operative involved if this doc has to be issued! |
| D014 | Non-Conformity Report Form | Self-explanatory – to be used in 'grey' areas when it does not really constitute a rejection! |
| D015 | Refractory Contractor Qualification Appraisal Form | Self-explanatory - to be used when performing operator qualification tests in D029 |
| D029 | Refractory Operator Qualification | To be issued when someone needs to know what to do to get qualified by QUARTIS |
| D030 | Refractory Contractor Questionnaire | Self-explanatory – this differs from D015 as this is an assessment of the usually already 'appointed' contractor when doing a workshop visit or shutdown |
| D032 | Accident/Incident safety Document | Complete IF necessary – don't have an accident!! |
| D034A | Status Regenerator Cyclone | Can be used for any cyclones in a workshop |
| DO34B | Status Regenerator Cyclones Diplegs | Can be used for any cyclones in a workshop |
| D039 | Risk Assessment | Provide to client if required to do so |
| QP340 | Inspection (off-site) – Quality Procedure | Self-explanatory |
| QP360 | Inspection (on-site) – Quality Procedure | Self-explanatory |
| QP400 | Reporting (off-site) – Quality Procedure | For QUARTIS personnel use only |

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| **QP420** | Reporting (on-site) – Quality Procedure | For QUARTIS personnel use only |
| **QP600** | Quality Plan | Provide to client if required to do so |
| **QP610** | Pre-Inspection Meeting - Quality Procedure | For QUARTIS personnel use only – how to run a PIM! |
| **RELEASE NOTE** | Release Note | Self-explanatory |
| **REJECTION NOTE** | Rejection Note | Self-explanatory |